

FY 2016 Preliminary Budget Data Collection



Software Instructions

Due Date: February 2, 2015

Data Management & Analysis Team
(802) 479-1044

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Minimum System Requirements

Prior to trying to run the application you will need to close all open windows and applications. You will also need to disable any popup blocker per your ISP/toolbar directions; you may need to speak with your IT Administrator.

You will need Adobe Acrobat Reader to print the reports the application produces. If you do not have Adobe Acrobat loaded on your computer, use the link below to download the appropriate software for your computer and operating system.

<http://www.adobe.com/products/acrobat/readstep2.html>

Technical Support

Call (802) 479-1044 for assistance with the data entry application.

Call (802) 479-1043 for assistance with data issues.

Due Date

The FY2016 Preliminary Budget is due February 2, 2015.

Starting the Application

Open a Microsoft excel template and choose the organization that you would like to report information on.

Due Date: February 1st, 2015
Vermont Agency of Education HelpDesk (802)479-1044

Please Create a Folder on your C drive Called "PRELIM" before using this template

Please Select Your Organization:

	PRPEXP	PRPREV	ACT144CAPDETSRV	ACT1440THREV	APPGRSCON	DEDREV	ELGPRNINT	OFFCAP	EXSPNDOFF
	Proposed Expenditures	Proposed Offsetting Revenues	Proposed Act 144 construction and debt service expenditures <i>Manchester & West Windsor only</i>	Non-property tax revenues paying for Act 144 expenditures <i>Manchester & West Windsor only</i>	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	Principal and Interests for old Capital Debt eligible for Hold Harmless Aid (F8887)	Estimated revenues offsetting HH capital debt (R8887)	All other eligible exclusions for excess spending threshold
FY15									
FY16									

Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt) 0

Once you have selected an organization the amounts you entered for last year's preliminary budget will appear in the "FY15" line. Please enter this year information in the "FY16" line

Due Date: February 1st, 2015
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Please Create a Folder on your C drive Called "PRELIM" before using this template

Please Select Your Organization: T007

	PRPEXP	PRPREV	ACT144CAPDETSRV	ACT1440THREV	APPGRSCON	DEDREV	ELGPRNINT	OFFCAP	EXSPNDOFF
	Proposed Expenditures	Proposed Offsetting Revenues	Proposed Act 144 construction and debt service expenditures <i>Manchester & West Windsor only</i>	Non-property tax revenues paying for Act 144 expenditures <i>Manchester & West Windsor only</i>	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	Principal and Interests for old Capital Debt eligible for Hold Harmless Aid (F8887)	Estimated revenues offsetting HH capital debt (R8887)	All other eligible exclusions for excess spending threshold
FY15	3,496,334	631,215	0	0	87,412	0	0	0	0
FY16									

Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt)

Data Submission

Before making a data file for the Preliminary budget collection make sure to create a folder on your C:\ drive, called "PRELIM" (all caps).

Once you have created the appropriate folder, use the button in the excel data file to create the data file to send to AOE.

A	B	C	D	E	F	G	H	I	J	K
Due Date: February 1st, 2015 Vermont Agency of Education HelpDesk (802)479-1044										
Please Create a Folder on your C drive Called "PRELIM" before using this template										
Please Select Your Organization: BAKERSFIELD T007										
	PRPEXP	PRPREV	ACT144CAPDETSRV	ACT144OTHREV	APPGRSCON	DEOREV	ELGPRNINT	OFFCAP	EXPNDOFF	
	Proposed Expenditures	Proposed Offsetting Revenues	Proposed Act 144 construction and debt service expenditures <i>Manchester & West Windsor only</i>	Non-property tax revenues paying for Act 144 expenditures <i>Manchester & West Windsor only</i>	Gross eligible Capital Debt Expenditures (F8888)	Offsetting revenues dedicated to eligible capital debt (R8888)	Principal and Interests for old Capital Debt eligible for Hold Harmless Aid (F8887)	Estimated revenues offsetting HH capital debt (R8887)	All other eligible exclusions for excess spending threshold	
FY15	3,496,334	631,215	0	0	87,412	0	0	0	0	0
FY16										
<div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> Initial Educational Spending (Prior to any Hold Harmless Aid for Capital Debt) 0 </div> <div style="border: 2px solid red; border-radius: 10px; padding: 5px; width: fit-content; margin: 10px auto;"> Make Preliminary Budget Data File </div>										

Data Reporting and Software Instructions

These instructions help you complete the data in the application and will be attached to the announcement email and listed on the AOE data collections webpage at <http://education.vermont.gov/information-technology/data-collection> .

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Data Reporting Instructions

Software Instructions

FY 2016 Preliminary Budget Data Collection



Software Instructions

Data Submission

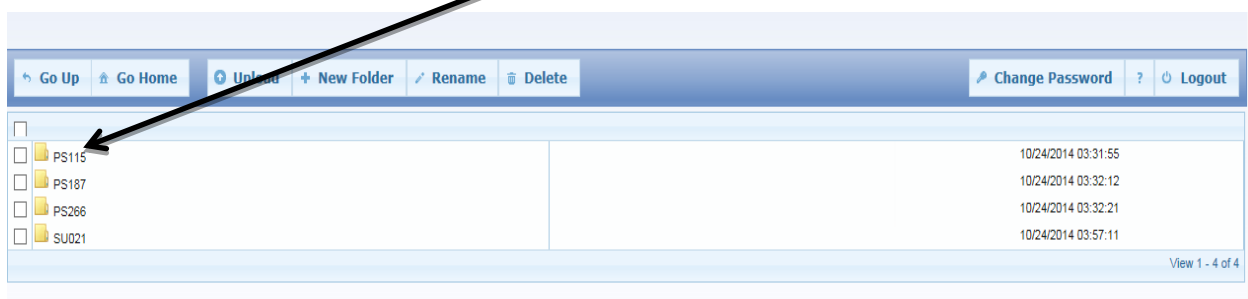
To Submit data please email the file named T***FY16PRELIM.CSV if you are submitting for T*** to Glenn.Bouchard@state.vt.us. Please Note we will run edits and checks on your data once we have received the information and may need to follow up with you then.

Or you may use the Electronic File Transfer:

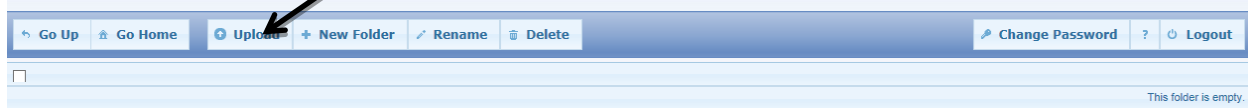
FILE TRANSFER AND SUBMISSION

To Upload

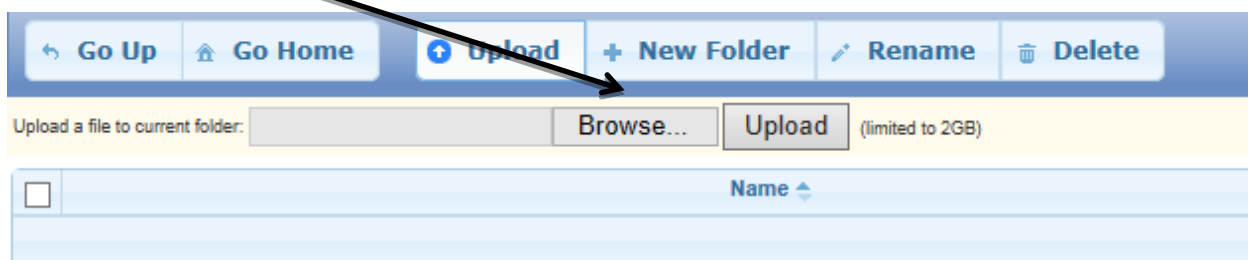
1. Go to: <https://secure.education.state.vt.us/>
2. Enter your username and password.
3. Double click on the folder you would like to upload to so that the folder is highlighted.



4. Select the upload button.



5. Click browse



6. Select your file. Please note you will have to upload each file individually.